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## Appendix A: Changes to legislation

### Legislative amendments

The following amendments have been made to the 1976 Act:

- Amendments to the 1976 Act to consolidate and enhance the governance arrangements for the CSS; as a consequence of the amendments, from 1 July 2006, a single entity will administer the CSS, the PSS and the PSSap. All the functions of the CSS Board have been transferred to the PSS Board, which has been renamed Australian Reward Investment Alliance (ARIA);
- Amendments to the 1976 Act amending the provisions of CSS in relation to the superannuation salary for certain scheme members and certain other persons who are appointed to Australian Government offices and who are members of the CSS.

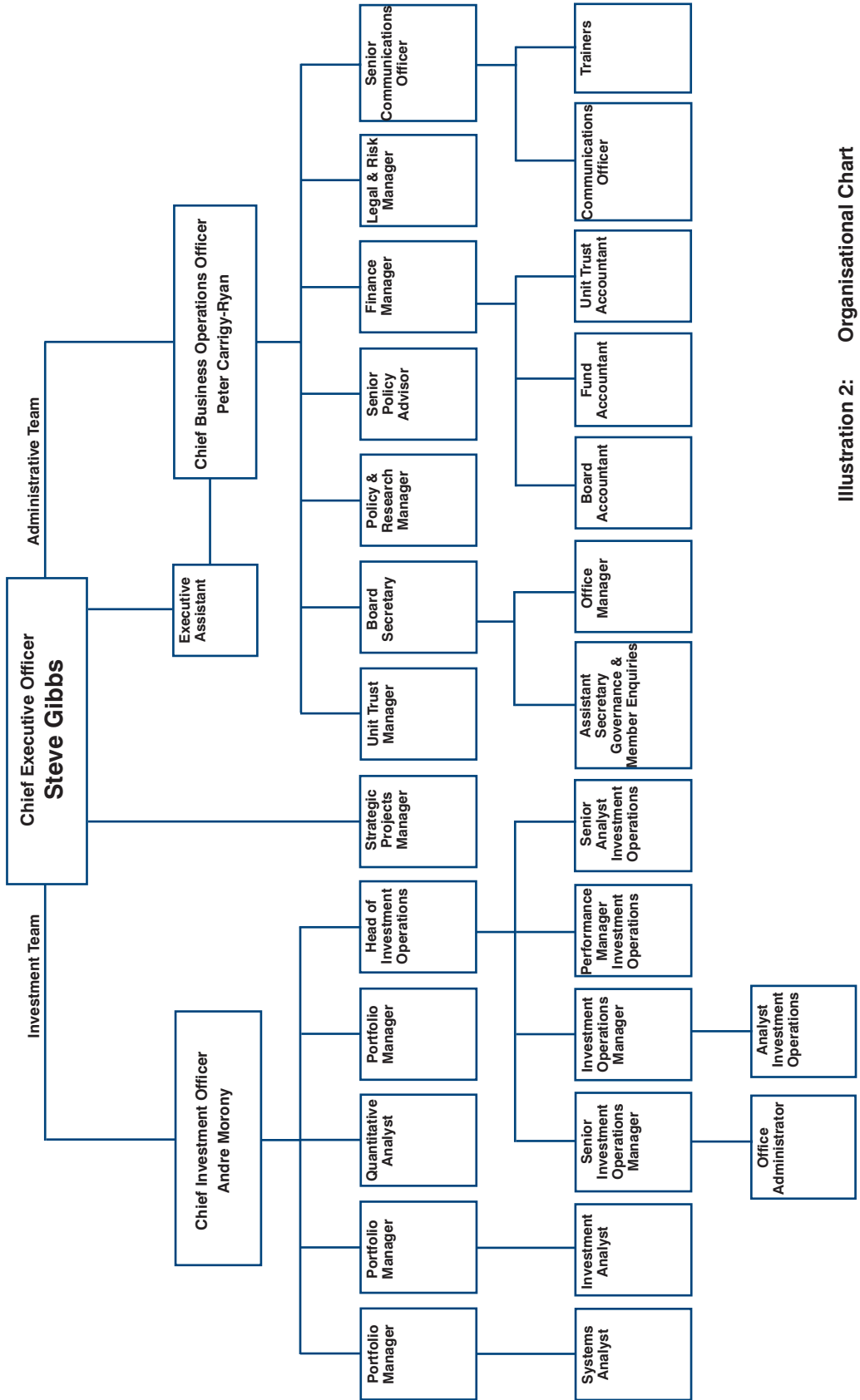


Illustration 2: Organisational Chart

## Appendix C: Freedom of Information

Matters associated with the administration of the *Freedom of Information Act 1982* are dealt with by the scheme administrator's Corporate Reporting and Parliamentary Liaison Unit.

CSS members made 35 requests for access to documents during 2005/06. Of these requests, 34 were granted in full and there were no partial releases granted. One request was refused. The requests took an average of three days to process.

Enquiries relating to the documentary disclosure of information about the personal affairs of clients of the agency under the provisions of the *Freedom of Information Act 1982* should be directed to:

### Corporate Reporting and Parliamentary Liaison Unit

PO Box 22

Belconnen ACT 2616

Phone: (02) 6272 9080

Fax: (02) 6272 9804

TTY: (02) 6272 9827

Email: [foi@css.gov.au](mailto:foi@css.gov.au)

Website: [www.css.gov.au](http://www.css.gov.au)

## Freedom of Information Act statement

This statement is provided in accordance with section 8 of the *Freedom of Information Act 1982* (the FOI Act).

## Functions of the scheme administrator

The general functions of the scheme administrator are described in the main body of this report and in the *Commissioner for Superannuation Annual Report 2005/06*.

## Decision-making powers

With effect 1 July 1994, the *Superannuation Legislation Act 1994* transferred the Commissioner for Superannuation's decision making powers to the CSS Board. The Commissioner does, however, retain powers for all decisions taken prior to 1 July 1994.

Sections 17 and 17A of the *Superannuation Act 1976* contain the decision-making powers. Section 25 of the 1976 Act contains the authority for the Commissioner to delegate powers.

The decision-making powers of the CSS Board are set out in sections 27C and 27D of the *Superannuation Act 1976*. The authority for the CSS Board to delegate its powers and functions is set out in section 27Q of that Act.

The CSS Board retains full responsibilities in relation to fund investment and invalidity assessment.

## FOI internal procedures

All requests for documents held by the scheme administrator are referred to the scheme administrator's Parliamentary FOI and Complaints Unit in Legal and Compliance. Compliance with the application fee provisions of the FOI Act are verified and the request is registered and acknowledged. The documents are then obtained and the request is considered by the Unit.

Decisions to grant access, levy charges, or refuse access are made by an APS5 in the Parliamentary FOI and Complaints Unit in Legal and Compliance. Requests for internal review of FOI decisions are also referred to the Unit. They are then forwarded to the scheme administrator's Reconsideration section in Legal and Compliance where they are investigated by Executive Level 1 officers prior to submission to the Commissioner of Superannuation for decision under section 54 of the FOI Act.

## Facilities for access

Facilities for viewing documents are provided only at the scheme administrator office in Canberra, as they have no regional offices. Publications may be inspected at their FOI Unit, and copies (for which there may be a charge) can be obtained by writing to the scheme administrator.

Information about facilities for access by people with disabilities can be obtained by contacting:

### **Corporate Reporting and Parliamentary Liaison Unit**

PO Box 22  
Belconnen ACT 2616

Phone: (02) 6272 9080  
Fax: (02) 6272 9804  
TTY: (02) 6272 9827  
Email: [foi@css.gov.au](mailto:foi@css.gov.au)  
Website: [www.css.gov.au](http://www.css.gov.au)

## Consultative arrangements

Informal and ad hoc arrangements exist whereby the national, state and territory branches of the Superannuated Commonwealth Officers' Association, and those unions whose members are covered by the CSS, may make representations relating to the general administration of the Schemes. Representations are also received which relate to the determination of individual contributors' benefit entitlements.

Requests for consultation and/or representations relating to policy aspects of the Schemes and their underlying legislation are referred to the Superannuation Branch of the Department of Finance and Administration which has responsibility for advising the Minister for Finance and Administration on such matters.

## Categories of documents

The CSS Board maintains no categories of documents that are open to public access as part of a public register or otherwise, in accordance with an enactment other than the FOI Act, where that access is subject to a fee or other charge. Books and leaflets that describe various aspects of the superannuation schemes, and annual reports, are made available to the public free of charge upon request. They are also available free of charge from the CSS website.

## Appendix D: Publications

The Board publishes the following publications as well as a series of fact sheets for the benefit of members.

### Annual Reports

Annual report to Parliament

Annual report to Members

### CSS Retirement Options Product Disclosure Statement

Supplementary PDS dated 8 September 2004

Supplementary PDS dated 26 July 2005

### The CSS Book

### CSS Benefit Tables

Family Law and Splitting Super: How it's done and what happens next

Service Charter of our administrator ComSuper

Tax and your CSS Benefit

Take a walk Into the future Mini-Report 2004

Cash Investment Option

### Fact Sheets

Changing from Permanent Full-time to Permanent Part-time

Death Benefits

Invalidity Benefits

Family Law and Your Super

Getting Info Online

Leave Without Pay

The MAC Report on Organisational Renewal

Pensions for an Eligible Spouse

Post Retirement Marriages

Postponement of Benefits

Preservation of Benefits

Reasonable Benefit Limits (RBLs)

Retrenchment

Salary Reductions and Your Super

Super Co-contribution for Members Earning Less than \$58 000 p.a.

Supplementary Contributions

Superannuation Contributions Surcharge

Taxation Concessions for Pensions

Transfers In

Transfer of Performance Based Pay

Transition to Retirement

These publications are available online at [www.css.gov.au](http://www.css.gov.au) or can be obtained by calling 1300 000 277.

## Appendix E: Contact officer

Information is made available to Members of Parliament, Senators and members of the public on request.

In the interests of timeliness and conciseness, this report has been designed to provide fundamental information. Requests for more detailed information should be directed to:

### **Australian Reward Investment Alliance (ARIA)**

Street address: Level 10  
12 Moore Street  
Canberra City ACT 2601

Postal address: GPO Box 1907  
Canberra City ACT 2601

Phone: (02) 6263 6999  
Fax: (02) 6263 6900  
Website: [www.css.gov.au](http://www.css.gov.au)  
Email: [secretary@aria.gov.au](mailto:secretary@aria.gov.au)

## Appendix F: Compliance

While this report is not a Departmental annual report, the Board has endeavoured to comply with the 'Requirements for Annual Reports', where applicable. Details of the scheme administrators' operations are provided in the Commissioner for Superannuation Annual Report 2005/06

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## Appendix G: Consultancies

The CSS Board engages consultants where a specialist skill or expertise is required or where internal resources are unavailable. Consultants are typically engaged to:

- investigate or diagnose a defined issue
- carry out defined reviews or evaluations, or
- provide independent advice, information or solutions to assist the CSS Board in its decision making.

These consultancies have been distinguished from other service provider contracts by the nature of the work performed, which typically involves the application of expert professional skills and the exercising of expert judgement.

### Investment and management of the CSS Fund

The investments of the Fund (other than cash held for meeting daily administrative and benefit expenses) are managed on behalf of the Board by specialist sector fund managers who are required to invest the assets allocated for management, in accordance with the terms of a written investment mandate.

During 2005/06, the Board also employed two investment advisors JANA Investment Advisors and Macquarie Bank, together with Chase Manhattan Bank (trading as JPMorgan) as their master custodian. The total amount paid to investment managers, advisors and the custodian during the year was \$17 694 000.

### Board administration consultancies

#### Policy

The Board's policy on selection and engagement of consultants is based on the core principles set out in the Commonwealth Procurement Guidelines:

- value for money
- open and effective competition
- ethics and fair dealing
- accountability and reporting
- national competitiveness and industry development
- support for other Australian Government policies.

Table A1 provides details of consultancies jointly engaged by the PSS Board and CSS Board during 2005/06 with a contract value, GST inclusive, of \$10 000 or more.

This list covers expenditure of relevant public moneys and excludes expenditure related to the management and investment of the PSS and CSS Funds

During 2005/06 the CSS and PSS Boards jointly engaged the following consultancies.

**Table A1: CSS/PSS consultancies 2005/06**

Consultant Name	Description	Value \$	Selection Method	Principal Justification
Acorp Green	Communications development and advice	14 652	Select tender	Skill
Cato Purnell	Corporate communications advice	107 338	Communications panel <sup>1</sup>	Skill
Ernst & Young	Provision and set up of Super Sentinel compliance monitoring software.	38 500	Select tender	Skill
Galileo Kaleidoscope	Stakeholder research for Board and Board Structure	46 949	Select tender	Skill
Joy London	Structure Review	26 571	Select tender	Skill
KAZ Technology	Maintenance and support of I.T.	19 490	Select tender	Skill
MAD Communications	Communications development and advice	86 966	Communications panel <sup>1</sup>	Skill
Mallesons	Legal advice on various scheme administration matters including the PSSAP insurance and product disclosure statement.	105 079	Select tender <sup>2</sup>	Skill
Mercer	Unitisation services	72 797	Select tender	Skill
Morris Walker	Development and implementation of communications plan	223 479	Communications panel <sup>1</sup>	Skill
Orima Research	Communication research	16 395	Select tender	Skill
Pricewaterhouse	Tax compliance and consultancy services	19 522	Select tender	Skill
Professional Financial Services	Risk assessment and analysis	68 510	Select tender	Skill
Publicity Works	Communications development and advice.	45 391	Communications panel <sup>1</sup>	Skill
<b>Total Consultancies 2005/06</b>		<b>891 639</b>		

**Notes**

1. In February 2006 the CSS and PSS Boards placed a tender on the AUSTender website for communications services via a panel arrangement. Each service provider is appointed to the Panel for a three (3) year term, with an option to extend the initial term of any resulting agreement up to two (2) times for a period of one (1) year each. Throughout the term of the Panel arrangement, each service provider is required to submit a response to briefs, including quotations in response to requests for services. This process is the primary method for awarding work to the Panel members.
2. The total amount paid to Mallesons in 2005/06 is in respect of a range of separate projects (each with a value of less than \$80 000), not one individual contract.

**Selection method categories**

The selection methods used for consultancies are categorised as follows:

**Open tender** public tenders are sought from the marketplace using national and major metropolitan newspaper advertising.

**Select tender** tenders are invited from a short list of competent suppliers.

**Justification categories**

**Technical** need for access to the latest technology.

**Skill** need for specialised skills.

**Ind** need for an independent view

## Appendix H: Commonwealth Disability Strategy

Within the framework of the Commonwealth Disability Strategy, the CSS Board performs the role of 'provider' with performance measured against the following indicators:

- providers have established mechanisms for quality improvement and assurance
- providers have an established service charter that specifies the roles of the provider and consumer, and service standards which address accessibility for people with disabilities, and
- a complaints/grievance mechanism, including access to external mechanisms, is in place to address issues and concerns raised about performance.

In conjunction with its scheme administrator the CSS Board met all the requirements of the Commonwealth Disability Strategy in its role as provider.

Quality improvement and assurance mechanisms were in place during the year in the form of a client satisfaction survey conducted both by the Board, through independent research firm Orima Research, and by the scheme administrator which conducts an annual cyclical research program, also through independent research firm Orima Research.

The CSS Board provides a website which was developed by contract to comply with Government Online guidelines and the World Wide Consortium (WC3) Web Content Accessibility Guidelines. For example, it is an HTML-based website which allows access to readers for the visually impaired.

Through the scheme administrator, CSS members have access to:

- a TTY phone line
- a service charter specifying the roles and responsibilities of both the scheme administrator and its clients
- a complaints system to address issues and concerns raised by members.

Both the CSS Board Executive Unit offices and the scheme's administrator offices provide wheel chair access and facilities.

## Appendix I: Glossary

<b>AASB</b>	Australian Accounting Standards Board
<b>AAS25</b>	Australian Accounting Standard 25
<b>ABN</b>	Australian Business Number
<b>ACTU</b>	Australian Council of Trade Unions
<b>AD(JR) Act</b>	Administrative Decisions (Judicial Review) Act 1977
<b>ADF</b>	Australian defence force
<b>AFSL</b>	Australian Financial Services Licence
<b>AGEST</b>	Australian Government Employees Superannuation Trust
<b>ANAO</b>	Australian National Audit Office
<b>APRA</b>	Australian Prudential Regulation Authority
<b>ARIA</b>	Australian Reward Investment Alliance
<b>ASFA</b>	Association of Superannuation Funds of Australia
<b>ASX</b>	Australian Stock Exchange
<b>ATO</b>	Australian Taxation Office
<b>Board, the</b>	The CSS Board of Trustees
<b>CAC</b>	Complaints Advisory Committee
<b>CDRom</b>	Compact Disc Read-Only Memory
<b>CEO</b>	Chief Executive Officer
<b>Co-contribution</b>	a contribution made by the government to a person's superannuation account
<b>ComSAS</b>	ComSuper's Superannuation Administration System
<b>ComSuper</b>	Commonwealth Superannuation Administration
<b>CPI</b>	Consumer Price index
<b>CPSU</b>	Community and Public Section Union
<b>CSS</b>	Commonwealth Superannuation Scheme
<b>CSS Act</b>	Superannuation Act 1976
<b>DQI</b>	Data Quality Index
<b>fax</b>	facsimile
<b>FBT</b>	Fringe benefit tax
<b>Finance</b>	Department of Finance
<b>FMA Act</b>	Financial Management and Accountability Act 1997
<b>FOI</b>	Freedom of Information
<b>FSR</b>	Financial Services Reform
<b>GMO</b>	Grantham, Mayo, Van Otterloo & Co. LLC
<b>GST</b>	Goods and Services Tax
<b>HTML</b>	Hypertext Markup Language
<b>ICM</b>	Independent Claims Management Pty Ltd
<b>i-Estimator</b>	an online calculator that can be used to project benefits
<b>IFS</b>	Industry Funds Services
<b>illiquid</b>	an asset that cannot be turned easily and quickly into cash
<b>ISBN</b>	International Standard Book Numbering
<b>ISSN</b>	International Standard Serial Number
<b>NRMA</b>	National Roads and Motorists' Association Limited
<b>NRMC</b>	Natural Resource Management Consultants
<b>PDS</b>	Product Disclosure Statement
<b>portfolio</b>	collection of investments of a particular fund or investment manager

## Appendix I: Glossary (cont')

<b>PSS</b>	Public Sector Superannuation (scheme)
<b>PSSap</b>	Public Sector Superannuation accumulation plan
<b>PSS Act</b>	Superannuation Act 1990
<b>QSI</b>	Quality Service Index
<b>RAC</b>	Reconsideration Advisory Committee
<b>RBL</b>	Reasonable benefit limit
<b>AA</b>	Asset allocation
<b>S16</b>	ComSuper sixteenth semester client satisfaction survey
<b>S17</b>	ComSuper seventeenth semester client satisfaction survey
<b>S&amp;P</b>	Standard and Poors
<b>sector</b>	a category of financial assets
<b>SES</b>	Senior executive service
<b>SIS Act</b>	Superannuation Industry (Supervision) Act 1993
<b>SCT</b>	Superannuation Complaints Tribunal
<b>SLA</b>	Service level agreement
<b>SPIN</b>	Superannuation Product Identification Number
<b>SRC Act</b>	Superannuation (Resolution of Complaints) Act 1993
<b>superannuant</b>	a person receiving a pension from a superannuation fund or RSA
<b>surcharge</b>	Commonwealth Government tax on employer contributions
<b>T9</b>	ComSuper ninth trimester client satisfaction survey
<b>TTY</b>	Text Phone (tele-typewriter)
<b>UNEP</b>	United Nations Environment Programme
<b>WC3</b>	World Wide Web Consortium

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